

From: Rod Miles, Major (nobleshadow@yahoo.com)
To: Group 3 Yahoo mailgroup
Date: Thu, October 29, 2009 5:27:10 PM
Subject: Group 3 Level Approval Process for ES Ratings & Pilot Ratings & Other Items

ALCON:

Reminder for items needing approval at Group in e-service for various ES areas (UDF, scanner, MRO, flight line marshaller, ICS 100, 200, etc) and various pilot ratings (form 5, o'flight, MP, etc). In order to be approved/validated at Group level, we need to have a copy of the signed SQTR, or copy of certificate, or other appropriate type documentation to validate the rating being requested. **FLWG requires the Groups to check the signed SQTRs and other items for validation before approving and forwarding to FLWG for final Wing level approval.** *Please make sure you also do the electronic entry in e-service (OpQuals) prior to submitting the required documentation to Group for approval. The Squadron will be the first line approval in e-service before the item will be transmitted in e-service to Group for approval. Specialty Rating RENEWALS may require additional info to be entered and Squadron Commanders can assist with this info. All specialty ratings require a "**recent**" mission number. Mission numbers over 12 months old can not be accepted.*

Procedure for submitting ES documentation or Pilot documentation to Group is, any one of these options, as follows:

- Scan and email to group at: group3scribe@yahoo.com
- Fax to: 727-683-9650
- Postal mail to: G3 HQ, P.O. Box 4152, Bay Pines, FL 33744-4152

Using anyone of these options is fine. Email or fax will expedite the approval process. **Anything received by email or fax will be processed at Group 3 level within 72 hours. It will either be approved or you will receive feedback why it has not been approved or if additional info is required.** Postal mail processing time frame will vary but will be processed within 72 hours after received at Group.

ES Rating submissions will be reviewed by the Group 3 ES Staff or Group CC.

Pilot Rating submissions or FLWGF 11i will be reviewed by the Group 3 DOV, Capt Dave Tucker. All Group 3 pilot paperwork must be reviewed by the Group DOV before it is forwarded to the FLWG DOV.

This same submission process applies to personnel actions, or any other items, that need to be processed by Group. The admin officer or personnel officer or other appropriate staff officer or Group CC will process at the group level within 72 hours. It will either be approved or you will receive feedback why it has not been approved or if additional info/time is required. Always remember the Squadron is first line of approval

before items are forwarded to Group.

If you have any questions about this process, please contact your Squadron Commander.

If something has been submitted for approval or processing to Group and it has not been approved/processed within the stated time frame, please email Group CC at RMiles@FLWG.US or nobleshadow@yahoo.com and I'll check the status.

ROD MILES, Major, CAP

Group 3 Headquarters, FLWG

Commander

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